

Operation



OpenStage Manager
OpenStage 60/80

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General notes

This document describes how to install, configure, and operate PC management software OpenStage Manager.

All OpenStage Manager functions are described. If some functions are not available to you, this may be due to one of the following:

- Your phone does not support that function. For more information on applying individual OpenStage Manager functions on your phone, refer to this manual and the documentation supplied with your phone.
- The version of OpenStage Manager software installed on your PC is out of date. For information on how to install the latest version, consult your system administrator.

The information provided in this document contains merely general descriptions or characteristics of performance which in case of actual use do not always apply as described or which may change as the result of further development of the products.

An obligation to provide the respective characteristics shall only exist if expressly agreed in the terms of the contract.

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User manuals

The latest version of this manual and all those named in the List of references (→ page 51) are available for Internet download as PDF documents at

www.siemens.com/enterprise/ > Downloads > User Manuals.

You will need Adobe Reader to read or print these documents.

You can download Adobe Reader from the Internet at <http://www.adobe.com/>.

Please read the user manuals carefully before operation.

Up-to-date information on software described

The .zip file also contains the file **readme.txt**. This text document contains important additional information that only came to light after the publication of the manual. Please read the additional information contained in the **readme.txt** file carefully. Refer also to the on-line product information at <http://www.siemens.com/hipath/> > Downloads.

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Information on the documentation

Notes



This symbol indicates additional notes and comments on the current topic.

Procedural instructions

1. Numbered bullet points describe actions that need to be taken in the order specified.

Lists

- Lists are marked with this symbol.

Cross references

Cross references are marked with "Information on the documentation" or → page 5 and refer you to a section in this manual that provides further information on the topic.

If you open this document in PDF format, you can click these symbols to jump directly to the references on the relevant page.

Areas of application for the software

OpenStage Manager is suitable for the following models:

- OpenStage 60/80 (SIP/HFA)
- OpenStage 60G/80G (SIP/HFA)

Phone Book Maintenance

The main function of OpenStage Manager is to act as an interface between your telephone and your PC for more transparent and simpler PC-based phonebook maintenance.

Assignment of images to contacts

You can add a personal image for each contact. If the person associated with this contact calls you, his or her the image appears along with relevant contact data on your phone's display.

Individual call signaling for groups

Every contact can be assigned to a group and a separate ringtone can be configured for every group.

Example:

All contacts in the company's Frankfurt branch are assigned to the "Frankfurt" group. This group is assigned a ringtone that plays the melody "Für Elise". You immediately know which group is calling simply on the basis of the call signal.

Groups are frequently also configured for categories such as "SME customers", "key accounts", "private" or else for individuals, such as "Daughter" or "Boss".

Synchronizing contacts

Contact data can be synchronized between Microsoft Outlook and OpenStage 60/80. This makes it easy to transfer new entries in Microsoft Outlook to the OpenStage phone.

You can also import contact data in the form of csv files from the Siemens optiPoint or Optiset E memory phone ranges.

Key programming (SIP phones only)

The programmable keys on the right of the phone's display are easy to program with OpenStage Manager.

Screensaver

A screensaver is easy to configure for the phone display. It plays a slideshow of attractive landscapes or personal images.

Installation

System requirements

To operate OpenStage Manager without restriction, you must ensure the following requirements are fulfilled.

Hardware

- Processor with at least 1 GHz
- RAM: at least 512 MB
- 75 MB free storage on the hard drive
- CD-ROM or DVD drive (if the software is provided on CD/DVD)
- Screen resolution: at least 1024 x 768 pixels

Software

- Operating system:
 - Windows 2000 (Service Pack 4)
 - Windows XP (Service Pack 2)
 - Outlook 2003 (Service Pack 2)

User authorization

For Windows 2000 and XP operating systems, you must log on with **administrator rights** before installation. If necessary, contact your service personnel.

Before installation

1. Use the latest version of OpenStage Manager. For more information, consult your service personnel.
2. Decompress the .zip file with a suitable program (such as WinZip - available free of charge at <http://www.winzip.com/>).
3. Ensure you have the information below to hand.
 - IP address of the phone
 - DNS domain (DNS name, if available)
 - User password of the phone (must be configured)



For more information about the IP address and domain, contact your service personnel or refer to the **Network information** overview in the user part of your OpenStage phone's service menu.

The phone does not ship with a user password. If you have not yet configured a password, do so now as otherwise you cannot log the phone on via the OpenStage Manager service program.

For OpenStage documentation, see → page 51.

OpenStage Manager installation procedure

1. Install Microsoft .NET 2.0¹, see → page 9.
2. Install the OpenStage Manager software, see → page 10.
3. Log the phone on using the OpenStage Manager (Connection Service), see → page 15.

[1]. Microsoft .NET 2.0 is a product from Microsoft Corp. and not included in the default Windows installation. The shareware package can be downloaded free of charge on the Internet, can be loaded using the Windows Update function and is also included in the Phone Manager's installation package. Security updates are provided after installation by the automatic Windows Update function.

OpenStage Manager - installation

Starting setup

You will find the OpenStage Manager software in the **English** folder after you have decompressed the .zip file.

1. Double-click **OpenStage Manager Setup.exe**.
2. Follow the setup wizard instructions.

➡ Decompress the .zip file in the preset structure only. Modifying this structure (for instance, saving the files in the "Setup" subfolder with the "OpenSetup Manager Setup.exe" file at the same level) can obstruct the installation routine.

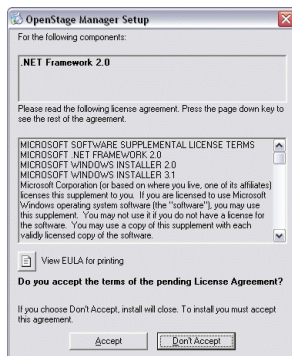
Setup wizard

Installation involves a number of steps which all require the selection of options.

Click **Back** to return to the previous selection.

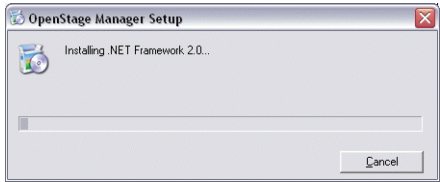
Click **Cancel** to exit the installation routine.

1. If the **Microsoft .NET 2.0**¹ application is not yet installed on your PC, the setup wizard will install it automatically. If **Microsoft .NET 2.0**¹ is already installed, OpenStage Manager installation begins directly with OpenStage Manager setup (see → page 10).



Accept the terms of the Microsoft .NET 2.0¹ license agreement by clicking **Accept**.

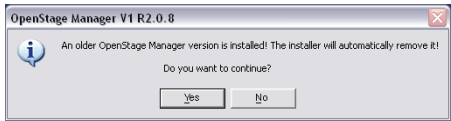
[1]. Microsoft .NET 2.0 is a product from Microsoft Corp. and not included in the default Windows installation. The shareware package can be downloaded free of charge on the Internet, can be loaded using the Windows Update function and is also included in the Phone Manager's installation package. Security updates are provided after installation by the automatic Windows Update function.



Microsoft .NET 2.0¹ is installed. Installation may take several minutes.

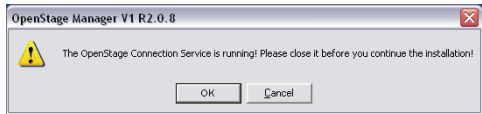
- 2. Once Microsoft .NET 2.0¹ has been successfully installed, the setup wizard checks if an older version of OpenStage Manager is already installed on your PC. If not, it proceeds directly with OpenStage Manager setup, see 5. "OpenStage Manager Setup opens." → page 11.

If a version is already installed on your PC, you are notified and prompted to remove it as follows.



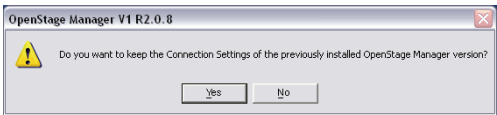
Click **Yes** to confirm.

- 3. The wizard detects if the OpenStage Connection Service is running.



Close the Connection Service, see "Connection information on the Windows system tray" → page 16 and then click **OK**.

- 4. You can keep the Connection Service settings and transfer them to the new version.



Click **Yes** to keep the settings.

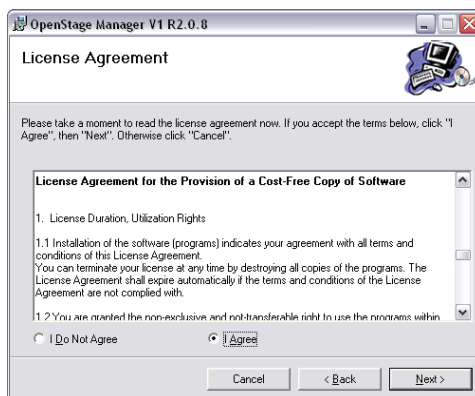
[1]. Microsoft .NET 2.0 is a product from Microsoft Corp. and not included in the default Windows installation. The shareware package can be downloaded free of charge on the Internet, can be loaded using the Windows Update function and is also included in the Phone Manager's installation package. Security updates are provided after installation by the automatic Windows Update function.

5. OpenStage Manager Setup opens.



Click **Next** to confirm.

6. Be sure to read the license agreement for a cost-free copy of the software and select the radio button beside **I Agree**.

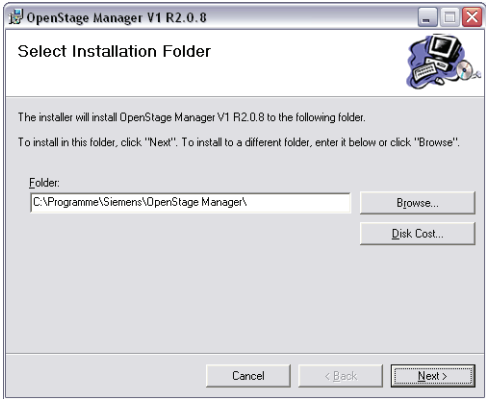


Confirm your entry with **Next**.



The installation routine will abort if you do not accept the license agreement.

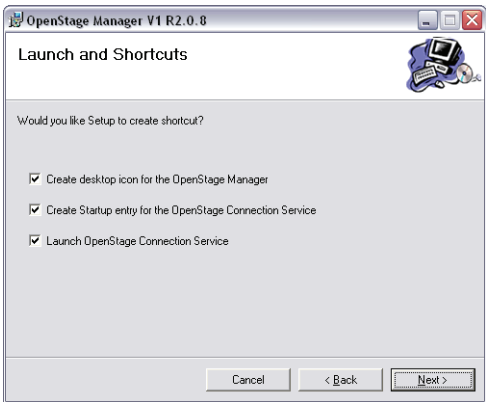
7. You can specify the OpenStage Manager installation folder.



If you wish to select a different installation folder, click **Browse...**.
Select the folder you want and confirm with **OK**.
Confirm your choice of installation folder by clicking **Next**.

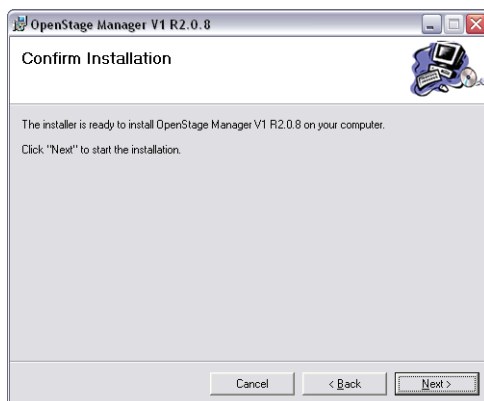
8. Specify whether you want the OpenStage Manager icon to be added to your desktop and Quick Launch bar.
You may also specify if the OpenStage Manager Connection Service utility should automatically set up a connection between the PC and phone each time the computer is launched.

➡ If you deactivate the automatic launch of the Connection Service, it only starts when you open the program OpenStage Manager.
We recommend selecting all check boxes.

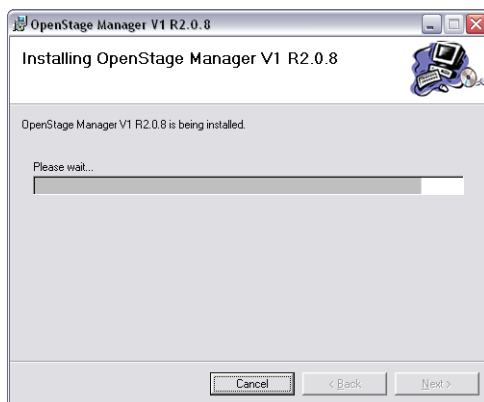


Select the individual functions by activating the corresponding check-boxes.
Click **Next** to confirm.

9. OpenStage Manager setup is ready to install the software in the selected folder.

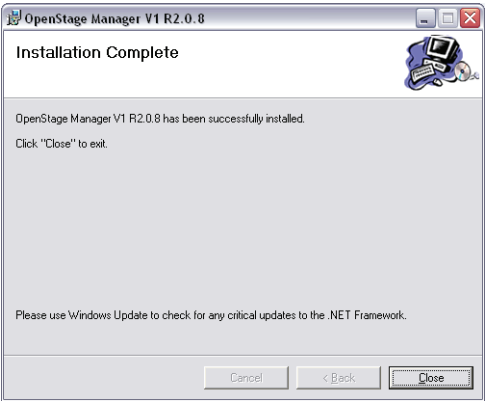


Click **Next** to begin installation.



OpenStage Manager is installed. Installation may take several minutes.

10. The Installation Complete window for OpenStage Manager setup appears following successful installation.



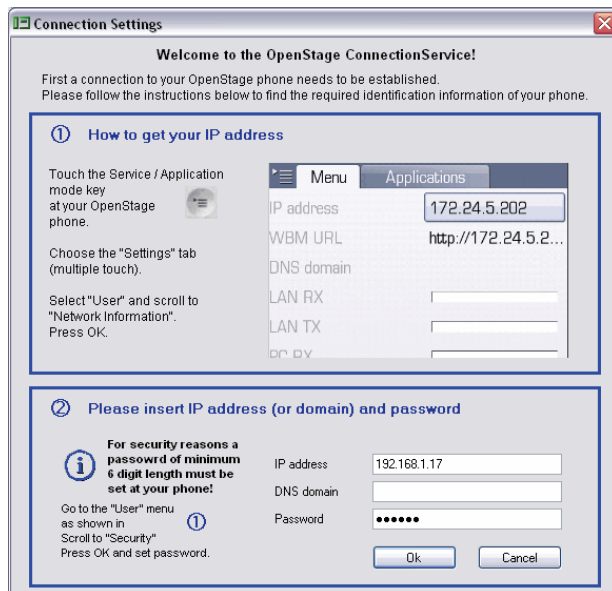
OpenStage Manager has been successfully installed on your PC. To complete installation, click **Close**.

Follow the installation instructions on the following pages.

Logging your phone on

A hardware-based network connection must exist between the phone and PC before the phone can set up a connection with OpenStage Manager. The Connection Service is the OpenStage Manager utility that sets up the software-based connection.

The utility's **Connection Settings** login window appears as soon as you install OpenStage Manager. Follow the instructions in the login window.



➡ You only have to enter this information once. Afterwards, the Connection Service is automatically started every time you activate OpenStage Manager and set up a connection from the PC to the phone.

OpenStage Manager installation is now complete. You can now use the program icon on the desktop to launch OpenStage Manager:



Alternatively, you can open OpenStage Manager by making the following selection:

Start > Programs > Siemens > OpenStage Manager > OpenStage Manager.

➡ The first time you launch OpenStage Manager, all data is loaded from the phone to the PC. Depending on the data volume, this can take some time.

Connection information on the Windows system tray

The following OpenStage Manager icon appears on the Windows system tray (bottom right corner of your desktop) after installation and telephone login:



This icon indicates that Connection Service - the OpenStage Manager utility - was able to successfully create a connection between OpenStage Manager and your phone.

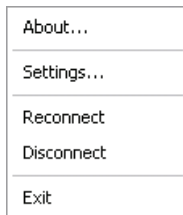
If a connection could not be set up, the following OpenStage Manager icon appears on the Windows system tray:



This icon indicates that ServiceLayer was unable to establish a connection between OpenStage Manager and your phone. If this happens, check that all plug-in connections are correct and that all necessary data was entered, see → page 16.

Configuring the connection of OpenStage Manager and your phone

Right-click the OpenStage Manager icon on the Windows system tray to open the Connection Service menu:



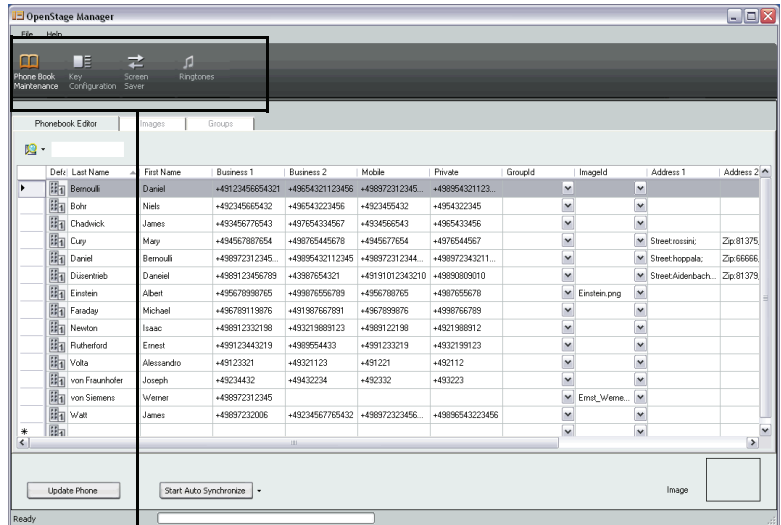
Click the options to access the following information and adjust settings:

- **About...:** Learn more about the Connection Service version installed.
- **Settings...:** Select this option to access the "Connection Settings" login window (see → page 15) to adjust settings.
- **Reconnect:** This option allows you to resume a connection, for instance, if the previous connection was interrupted by network failure.
- **Disconnect:** Use this option to clear down the connection between OpenStage Manager and your phone.
- **Exit:** This option closes Connection Service. Please note that OpenStage Manager may not be used when Connection Service is closed.

User interface

Double-click the program icon on your desktop to open OpenStage Manager.

The following window appears on your screen once OpenStage Manager is started and a successful connection is established between your phone and OpenStage Manager:



Applications menu bar

You can open the following applications by clicking the relevant icons on the menu bar on top:


- Telefonbuchpflege → page 18
- Tastenkonfiguration → page 41
- Bildschirmschoner → page 44
- Ringtones → page 47




Phone Book Maintenance

The **Phone Book Maintenance** application is divided into three areas, which can be accessed via the tabs in the upper part of the program window:




- **Phonebook Editor** → page 19
- **Images** → page 36
- **Groups** → page 39

To open Phone Book Maintenance, click the **Phonebook** icon on the menu bar on top ().

 Changes in the tabs **Phonebook Editor**, **Images**, and **Groups** are only temporarily saved following processing in OpenStage Manager. The changes are only applied to the phone and saved when you click the **Update Phone** button.

Edit icons in the tables under Phone Book Maintenance

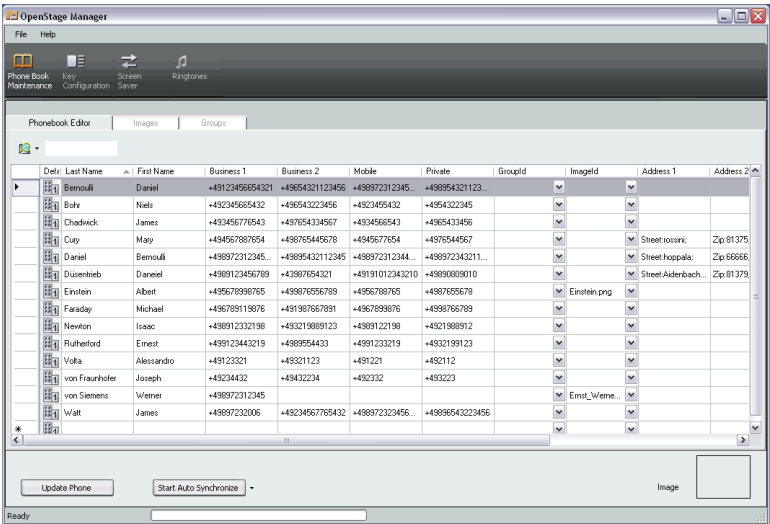
The icons displayed in the left column in the tables under Phone Book Maintenance (Phonebook Editor, Images, and Groups) are situation-dependent and vary accordingly:

Symbol	Meaning
	The row is selected and may be edited.
	One or more fields in the selected row are currently being edited.
	New entries may be made in this row (such as, a new contact, a new group, etc.).

Phonebook Editor

All phonebook contacts are displayed in table form in the **Phonebook Editor** tab. All list fields can be edited directly on the PC and transferred to the phone. The lists are displayed alphabetically according to the selected column (see → page 19).

Click the Phone Book Maintenance application to open the **Phonebook Editor** tab:



Sorting contacts

You can sort contacts according to any column - apart from Voice Recognition - in the phonebook table, including, for example: First Name, Address, Groupid, etc.

To select a column, click the column name at the top of the column (for example, **First Name**). The selected column is marked with a small arrow symbol which appears to the right of the selected column name.

Last Name	First Name	Business 1
150	S	5553
410	S	0004
Bernoulli	Daniel	0003
Bohr	Niels	0004
Chadwick	James	0005
Curie	Marie	0006

Sorting according to last name in ascending alphabetical order.

The arrow symbol can also be used to change the sort direction. Click the arrow symbol to sort entries in ascending alphabetical order (arrow points up) or descending alphabetical order (arrow points down).

Editing an editable field

Select the text field for the contact that you want to edit by clicking the relevant text field in the table and then just start typing.





The following fields can be freely edited:

Field	Max. characters
Last Name	30
First Name	30
Business 1	50
Business 2	50
Mobile	50
Private	50
Address 1	40
Address 2	40
Company	40
Position	30
Email	35

Default phone number

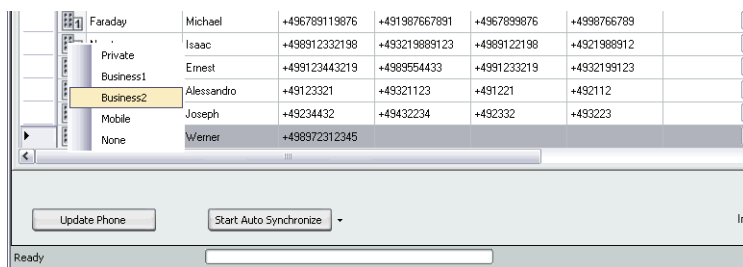
The second column in the table displays the **default phone number** as a symbol, as it appears in the phonebook on your phone, for example.

The symbols have the following meanings:

Symbol	Meaning
	Business 1
	Business 2
	Mobile
	Private
	None

You can change a contact's **default phone number** as follows:

1. Click the default phone number symbol for the contact you wish to edit. The contact is selected.
2. Right-click that contact's default phone number symbol. A selection field will appear containing four phone number types (see explanations above).
3. Select the phone number type you wish to assign by clicking it in the list. The selected symbol is now used.



The "None" option is not relevant in the current software version.

GroupId and ImageId

In the Phonebook Editor, you can use drop-down menus in the **GroupId** and **ImageId** columns to assign individual contacts to a group and select the image you want to appear with the caller information on the phone's display when a call is received.



Images are managed in a separate area, see → page 36.
The drop-down menus in the **GroupId** column list the available groups that you configured in your OpenStage's phonebook, see → page 39.

Proceed as follows to change the assignment of **groups** and **images**:

1. Click the contact you want to assign a group or an image.
2. Open the relevant drop-down menu to select a group or image.
3. Select the desired entry from the list by clicking it.



If an image is assigned to a contact, the image is displayed in the special preview window provided on the bottom right.

Creating a new contact

The last row of the Phonebook Editor table is always empty. To create a new contact, select the last row of the table by clicking it. Then click the field you wish to edit and enter the details of your new contact as described above.

Deleting a contact



There is no confirmation request when deleting a contact. The selected contact will be deleted for good.

1. Click the row of the contact you wish to delete. The contact is then highlighted in gray.
2. Press **Del** on your keyboard.
The contact is immediately deleted.

You deleted an entry by mistake?

Quit the program without further changes or activities and answer **No** to the save prompt.

The contact reappears in the Phonebook Editor the next time you start the program.

Saving changes

All new entries for a contact field are saved as soon as another field is opened or another function is selected in OpenStage Manager.

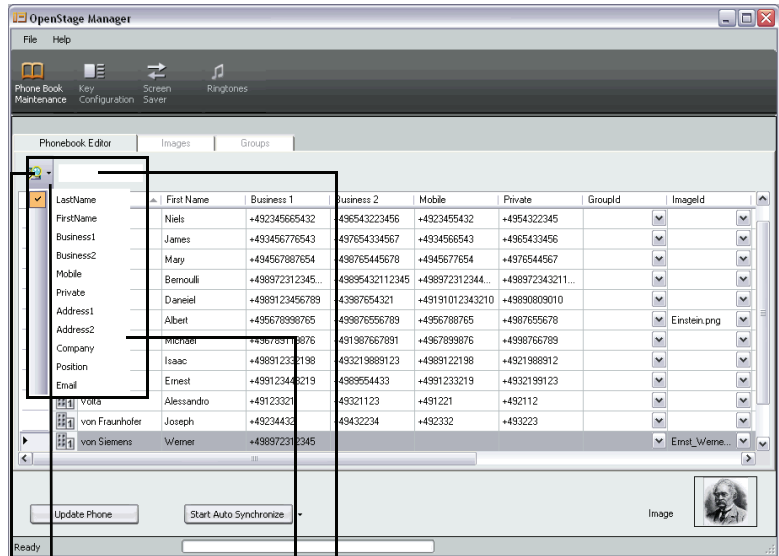
Transferring new entries and changes to your phone

Once you have performed all changes, click **Update Phone** on the bottom left. All changes made up to this point under Phone Book Maintenance are then applied to the phone.

Browsing contacts

You can use the search function in the **Phonebook Editor** tab to search for specific terms in the phonebook table. You can restrict your search to an individual column in the table (for example, the **First Name** column) or extend the lookup scope by searching for the relevant terms in multiple columns at once.

You will find the search function on the top left above the phonebook table in the Phonebook Editor:



Open the drop-down menu

Start the search

Field for search term

Open drop-down menu for column selection

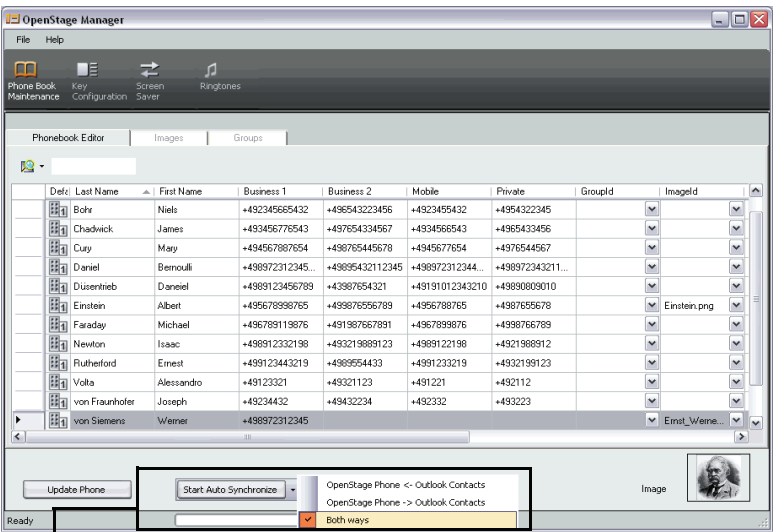
Searching for a contact

1. Open the drop-down menu and click the columns you want to include in the search. Selected columns are indicated in the menu by a check-mark.
2. Click the search term field and enter the search term.
3. Click the magnifying glass icon to the left of the input field to launch the search.

If the search is successful, the contact that most closely matches the search criteria is highlighted gray. To narrow down the search, extend the search term in the input field and relaunch the search.

Automatic synchronization

Automatic synchronization allows you to synchronize data in your phonebook with Outlook contact data. There are three options for doing this:



- Start Auto Synchronize:
OpenStage Phone <- Outlook Contacts, → page 25
- Start Auto Synchronize:
OpenStage Phone -> Outlook Contacts, → page 26
- Start Auto Synchronize: **Both ways**, → page 27

➡ The personal phonebook in OpenStage 60/80 has space for up to 1000 contacts. You cannot, therefore, transfer more than 1000 contacts in the course of synchronization between OpenStage Manager and OpenStage 60/80.

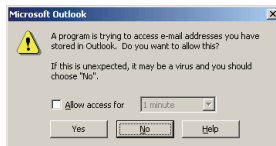
Start Auto Synchronize: OpenStage Phone <- Outlook Contacts

The following information is copied to or updated in the Phonebook Editor table when using this type of synchronization:

- Outlook contacts that are not present in the OpenStage phonebook.
- Outlook contacts that match one or more settings for an OpenStage phonebook contact.

1. Open the drop-down menu beside **Start Auto Synchronize**.
2. Select the entry **OpenStage Phone <- Outlook Contacts**.
3. Click the **Start Auto Synchronize** button.

Once you have started synchronization, the following window may be opened in the background by Outlook 2003:



This window may be hidden by other windows.

The open Outlook 2003 program flashes on the task bar.

Click the check box and select a time in the drop-down menu to indicate the length of time access is allowed to Outlook data.

Confirm access by clicking **Yes**.

The synchronization of Outlook with OpenStage Manager and OpenStage 60/80 starts.



All new contact data is added to the OpenStage Manager contact list and may be edited as described in the section **Phonebook Editor** (see → page 19).

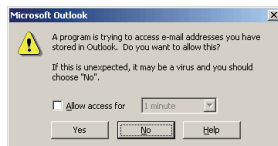
Start Auto Synchronize: OpenStage Phone -> Outlook Contacts

The following information is copied to or updated in Outlook when using this type of synchronization:

- Outlook contacts that are identical to an OpenStage phonebook entry but have not yet been synchronized with the phonebook on your telephone. These Outlook contacts are assigned the Outlook category **Siemens Phone Book entry**.
- Outlook contacts that match one or more entries for a contact in the OpenStage phonebook are updated and assigned the Outlook category **Siemens Phone Book entry**.
- OpenStage phonebook contacts that are not present in Outlook are also assigned the Outlook category **Siemens Phone Book entry** in Outlook.

1. Open the drop-down menu beside **Start Auto Synchronize**.
2. Select the entry **OpenStage Phone -> Outlook Contacts**.
3. Click the **Start Auto Synchronize** button.

Once you have started synchronization, the following window may be opened in the background by Outlook 2003:



This window may be hidden by other windows. The open Outlook 2003 program flashes on the task bar.

Click the check box and select a time in the drop-down menu to indicate the length of time access is allowed to Outlook data.

Confirm access by clicking **Yes**.

The synchronization of OpenStage Manager with Outlook starts. All Outlook contacts involved are updated.

Start Auto Synchronize: Both ways

This function allows bidirectional synchronization between your phonebook and Outlook contacts. The system runs a check in both directions to see if there are any contacts available. New contacts are created, where necessary and existing contacts are updated.

1. Open the drop-down menu beside **Start Auto Synchronize**.
2. Select **Both ways** from the list.
3. Click the **Start Auto Synchronize** button.

Once you have started synchronization, the following window may be opened in the background by Outlook 2003:



This window may be hidden by other windows. The open Outlook 2003 program flashes on the task bar.

Click the check box and select a time in the drop-down menu to indicate the length of time access is allowed to Outlook data.

Confirm access by clicking **Yes**.

Synchronization between Outlook and OpenStage Manager begins.

All relevant changes and new contacts are transferred to both the phone and Outlook.



Outlook contacts that match OpenStage phonebook entries and are already assigned the Outlook category **Siemens Phone Book entry** are not included in the synchronization. These entries may be manually synchronized (see → page 28).

Auto. Data Download: OpenStage Phone -> OpenStage Manager

If you added a contact directly to the OpenStage phone or made changes, these are automatically applied the next time you start OpenStage Manager.

Manual synchronization

In addition to automatic synchronization, you can transfer one more Outlook or OpenStage contacts to the relevant application using **drag & drop** operations or with the key combinations **CTRL+c** and **CTRL+v** (copy & paste).



You can also select multiple contacts at once by holding down the **CTRL key** and clicking the contacts you want. The selected contact names are then highlighted gray. Multiple contacts can be marked for both **drag & drop** and **copy & paste** operations.

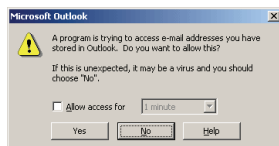
Start Auto Synchronize: Outlook Contacts -> OpenStage Manager

Drag & drop method

This method is only suitable if the program window is not displayed in full screen mode.

1. Start Outlook and OpenStage Manager's Phonebook Editor.
2. In Outlook, go to the Contacts area.
3. Use the mouse to point to the contact you want to copy to OpenStage Manager. Click the left mouse button and hold it down.
4. Still holding down the left mouse button, move the cursor to the contact list in Phonebook Editor.
5. Release the left mouse button. A new entry is added to the Phonebook Editor contact list and the Outlook contact is inserted.

Once you have started synchronization, the following window may be opened in the background by Outlook 2003:



This window may be hidden by other windows.
The open Outlook 2003 program flashes on the task bar.

Click the check box and select a time in the drop-down menu to indicate the length of time access is allowed to Outlook data.

Confirm access by clicking **Yes**.

The contact details were successfully copied and may now be edited (see → page 18 onwards).

Transferring changes from OpenStage Manager to your phone:

To ensure that transferred Outlook data also appears in the phonebook on your phone, the updated entries in the **Phonebook Editor** tab must be transferred to your phone:

Click **Update Phone**.

All changes in Phone Book Maintenance and new contacts are transferred to the phone.

Copy & paste method

1. Start Outlook and OpenStage Manager's Phonebook Editor.
2. In Outlook, go to the Contacts area.
3. Use the mouse to point to the contact you want to copy to OpenStage Manager.
4. Select the contact by clicking it once.
5. Press **CTRL+c** to copy the contact to your PC's clipboard.
6. Point your cursor to the Phonebook Editor contact list and press **CTRL+v** to paste the Outlook contact you just saved to the contact list.

Once you have started synchronization, the following window may be opened in the background by Outlook 2003:



This window may be hidden by other windows. The open Outlook 2003 program flashes on the task bar.

Click the check box and select a time in the drop-down menu to indicate the length of time access is allowed to Outlook data.

Confirm access by clicking **Yes**.

The contact details were successfully copied and may now be edited (see → page 18 onwards).

Transferring changes from OpenStage Manager to your phone:

To ensure that transferred Outlook data also appears in the phonebook on your phone, the updated entries in the **Phonebook Editor** tab must be transferred to your phone.

Click **Update Phone**.

All changes in Phone Book Maintenance and new contacts are transferred to the phone.

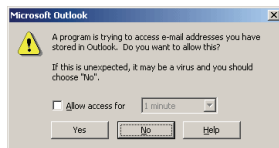
Start Auto Synchronize: OpenStage Manager -> Outlook Contacts

Drag & drop method

This method is only suitable if the program window is not displayed in full screen mode.

1. Start Outlook and open the Contacts area.
2. Start OpenStage Manager and open the Phonebook Editor.
3. Use the mouse to point to the contact you want to copy in the Phonebook Editor table. Click the left mouse button and hold it down.
4. Still holding down the left mouse button, move the cursor to the right Outlook Contact overview.
5. Release the left mouse button. A new entry is added to the Outlook Contacts overview and the information is inserted. The copied contact is also assigned the category **Siemens Phone Book entry**.

Once you have started synchronization, the following window may be opened in the background by Outlook 2003:



This window may be hidden by other windows.

The open Outlook 2003 program flashes on the task bar.

Click the check box and select a time in the drop-down menu to indicate the length of time access is allowed to Outlook data.

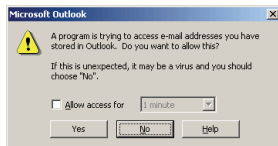
Confirm access by clicking **Yes**.

The contact data was successfully copied and can now be edited in Outlook.

Copy & paste method

1. Start Outlook and open the Contacts area.
2. Start OpenStage Manager and open the Phonebook Editor.
3. Use the mouse to point to the contact you want to copy in the Phonebook Editor table.
4. Mark the contact by clicking the relevant row. The row is highlighted gray.
5. Press **CTRL+c** to copy the contact to your PC's clipboard.
6. Point your cursor to the Outlook Contacts overview and press **CTRL+v** to paste the contact you just saved to the Outlook Contacts list.

Once you have started synchronization, the following window may be opened in the background by Outlook 2003:



This window may be hidden by other windows.
The open Outlook 2003 program flashes on the task bar.

Click the check box and select a time in the drop-down menu to indicate the length of time access is allowed to Outlook data.

Confirm access by clicking **Yes**.

The contact data was successfully copied and can now be edited in Outlook.

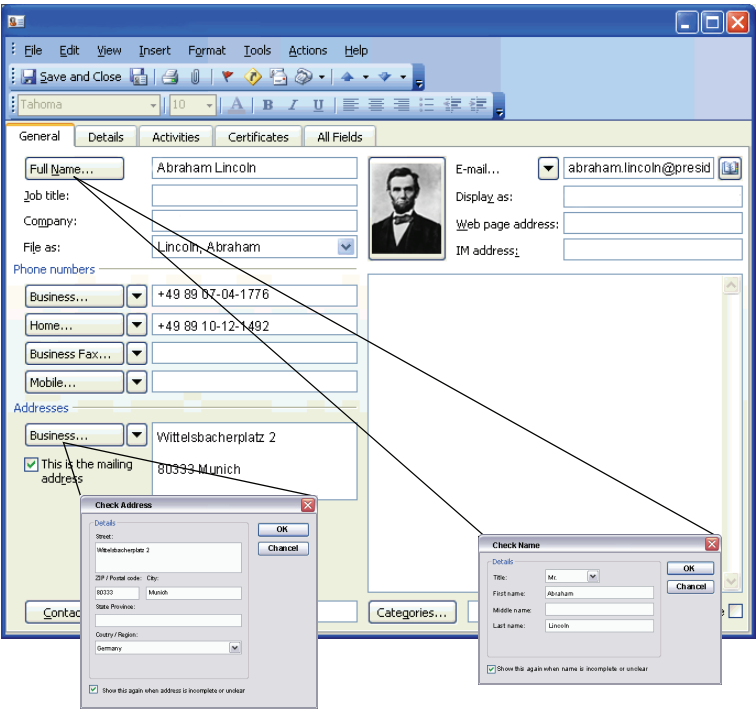
Synchronization parameters

Contact fields are directly linked to each other for synchronization between Outlook Contacts and the OpenStage phone.

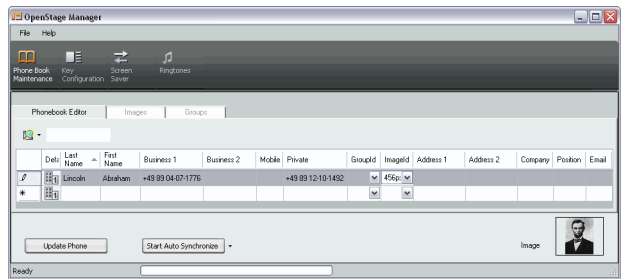
If you choose to use special fields rather than default fields for contact data in Outlook, these may not be taken into consideration during the synchronization.

First compare the following displays and the table below. This shows which fields are linked.

Excerpt from a contact in MS Outlook 2003:



The fields in the above screenshot are displayed as follows in OpenStage Manager:



The following table shows which contact fields are linked:

OpenStage Manager	Outlook 2003
Last Name	Last name
First Name	First name
Business 1	Business
Business 2	Business 2
Mobile	Mobile Phone
Private	Private
Address1	Business Address Street
Address 2	Business Address Postal Code/City
Company	Company
Position	Title
Email	E-mail

Field comparison during synchronization

The associated contact fields are compared with each other during synchronization. This ascertains if there are entries in Outlook and OpenStage Manager and if they are identical or different. Email and address fields are not compared.

Synchronizing in both directions

Contact field empty:

If a contact field is empty, the entry from the associated contact field is applied.

Contact field different:

In this case, the entry is incorporated by Outlook. The entry in the OpenStage phone is overwritten.

Synchronizing in one direction

The entries are not compared with each other here. A contact field entry is applied on the basis of the direction.

Codes for address field synchronization

Codes are inserted for the address fields during **synchronization from Outlook to the OpenStage phone**.

Address1: In OpenStage Manager, this field shows the street, preceded by the code "Street:" and followed by a semicolon ";".

Example: **Street:Aidenbachstr. 52;**

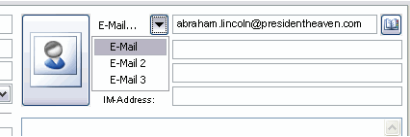
Address2: In OpenStage Manager, this field displays the postal code (Zip) and the city. "Zip:" is the postal code "City:" is the location. Both are completed by a semicolon ";" after the relevant entry.

Example: **Zip:81379;City:Munich;**

➡ These codes must be included in the address fields for **synchronization from the OpenStage phone to Outlook**, otherwise Outlook is unable to recognize the value in this field and the address fields in Outlook do not change.

Email

MS Outlook 2003 lets you enter three email addresses for a contact. Only one e-mail address is synchronized during synchronization.



In general, this is the address that is entered under **E-mail**. If there is no entry here, the system checks under **E-mail 2** to see if there is an entry there. If there is, this address is synchronized. If there is no address there, the system checks under **E-mail 3**. If there is an entry here, it is used for synchronization.

Importing a CSV file

Another way to add contact data involves importing a CSV file. This lets you transfer existing contact lists, for instance, from the Siemens optiPoint and Optiset E memory phone ranges.

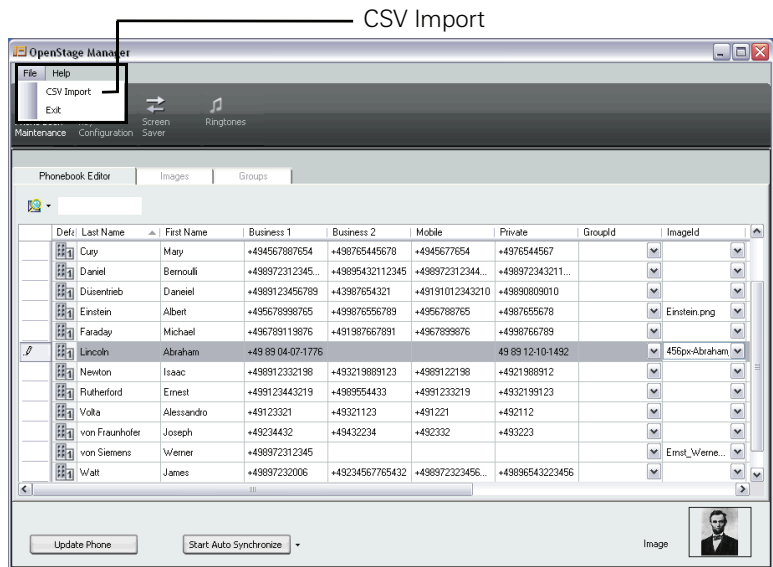


Files in **.csv format** (character separated values) are text files and are used for saving or exchanging data with simple structures.

CSV file -> OpenStage Manager

1. Launch OpenStage Manager.
2. Click **File** on the main menu bar.
3. Now select **CSV Import** in the drop-down menu. Windows Explorer opens.
4. Use Windows Explorer to search for the CSV file on your PC and confirm your selection by clicking **Open**.

The contact details are copied and may now be edited (see → page 18 onwards).



Transferring changes from OpenStage Manager to your phone:

To ensure that the imported contacts also appear in the phonebook on your phone, the updated entries in the **Phonebook Editor** tab must be transferred to your phone.

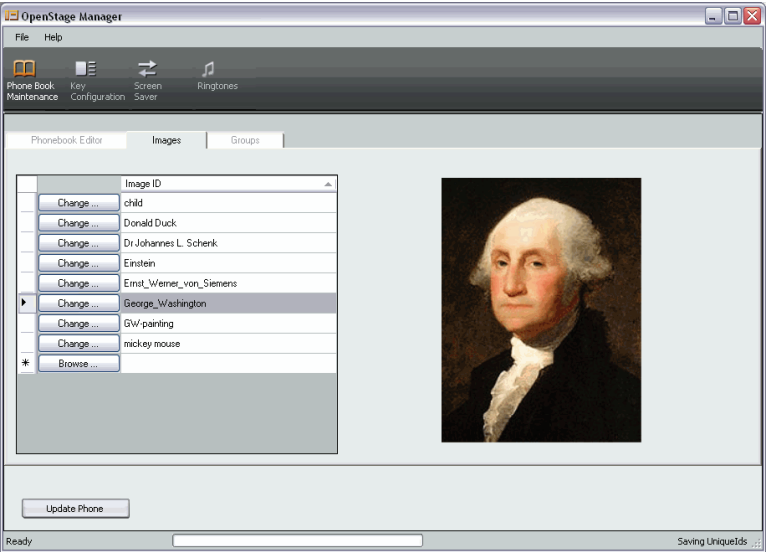
Click **Update Phone**.

All changes and new contacts are transferred to the phone.

Images

The Images tab lets you manage the images that can be assigned to the individual contacts in the Phonebook Editor, see → page 22.

You can choose to automatically show the image of the calling party on the display.



Images that are transferred to the phone in the **Images** area must be available in either **.png format** (portable network graphics) or **.jpg format** (joint photographic experts group). The image size is automatically adapted by OpenStage Manager.

Managing images

Uploading an image for a contact

1. Click the **Groups** tab under Phone Book Maintenance.
2. The last row in the table is always empty.
 - To load a new image, select this last row by clicking **Browse**
 - To change an existing image, click **Change ...** in the row of the image you want to change.
Windows Explorer opens.
3. Use Windows Explorer to search for an image file on your PC and confirm your selection by clicking **Open**.
4. „Transferring changes from the "Images" tab to your phone“
→ page 38.



You can change the name of the image by clicking the text field in the Image ID column and then overwriting the name of the image. You may not use the same name twice in this list. Identical entries are automatically rejected.

The image is available and can be assigned to contacts in Phonebook Editor, → page 22.



If the image attached to an existing **Image ID** is changed, the application automatically updates all **Phonebook Editor** contacts to which this **Image ID** is assigned.

Assigning images to a contact

For more information, see „GroupId and ImageId“ → page 22

Deleting images



There is no confirmation request when deleting a contact. The selected contact will be deleted for good.

1. Select an image from the table by clicking the far left column in the corresponding row. The entire row is highlighted gray.
2. Press **Del** on your keyboard.
The image is deleted without a security prompt.

Transferring changes from the "Images" tab to your phone

Use the OpenStage Manager's **Update Phone** send function in the **Images** tab to transfer changes. This operation saves new images on the phone, for example, and deletes images that have been deleted in the overview from the phone's memory.



Note that using the "send" function does not only affect changes in the **Images** tab; all other changes made in the **Phone Book Maintenance** application area since the previous send operation are also transferred to your phone.

Click **Update Phone** to start the transfer operation.

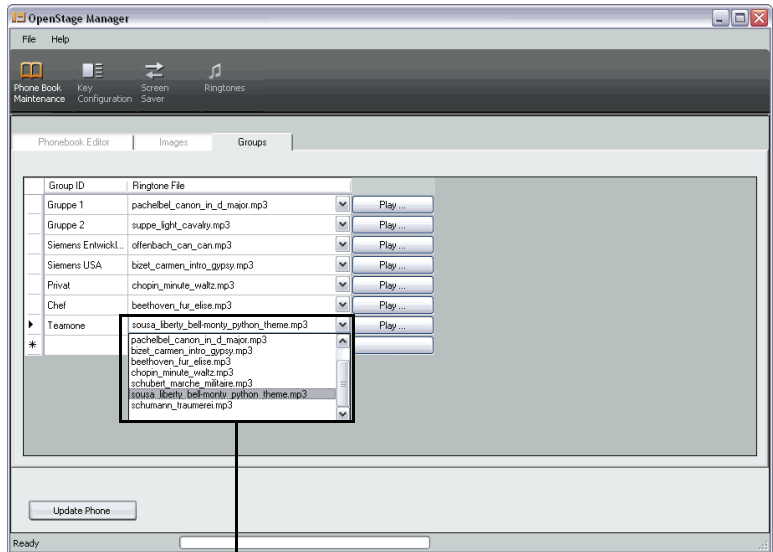
All changes and new contacts are transferred to the phone.

Groups

The Groups tab lets you create up to 16 groups and assign an individual ringtone to each of them. The GroupID menu item in the Phonebook Editor lets you assign each contact to one of these configured groups, see → page 22.

Example:

The groups "VIP customers", "Spouse", "Development dept", "Financial dept" or "Private" all have a different ringtone. It is thus easy to see the category to which the caller belongs.



Drop-down menu for selecting available ringtones

Editing groups

Configuring groups

1. Click the **Groups** tab under Phone Book Maintenance.
2. The last row in the table is always empty.
Click the free field in the last row in the Group ID column and enter a group name via the keyboard.

A new group is created.



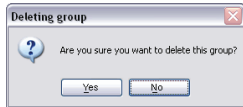
You can create up to 16 groups.

Changing group names

1. Click the **Groups** tab under Phone Book Maintenance.
2. The last row in the table is always empty.
Click the name you want to change in the **Group ID** column and simply overwrite the existing name.


Deleting group names

1. Click the field in the first column and mark the row.
2. Press **Del** on your keyboard.
A security prompt appears.



3. The group is permanently deleted if you confirm with **Yes**.

Managing ringtones for groups


 The ringtone files are transferred from the PC to OpenStage 60/80 in the **Ringtones** application area, see → page 47.

Configuring or changing ringtones for groups

1. Click the **Groups** tab under Phone Book Maintenance.
2. Go to the row containing the group you want to assign a ringtone and click the field in the Ringtone File column.
The field is now marked.
3. Open the drop-down menu and select the required ringtone with a click.

Transferring changes from the "Groups" tab to your phone

Use the OpenStage Manager's **Update Phone** send function in the **Groups** tab to transfer changes. This operation saves new groups or sound files on the phone, for example, or deletes them from the phone's memory if they were deleted in the overview.

 Note that using the "send" function does not only affect changes in the **Groups** tab; all other changes made in the **Phone Book Maintenance** application area since the previous send operation are also transferred to your phone.

1. Click **Update Phone** to start the transfer operation.


All changes and new contacts are transferred to the phone.

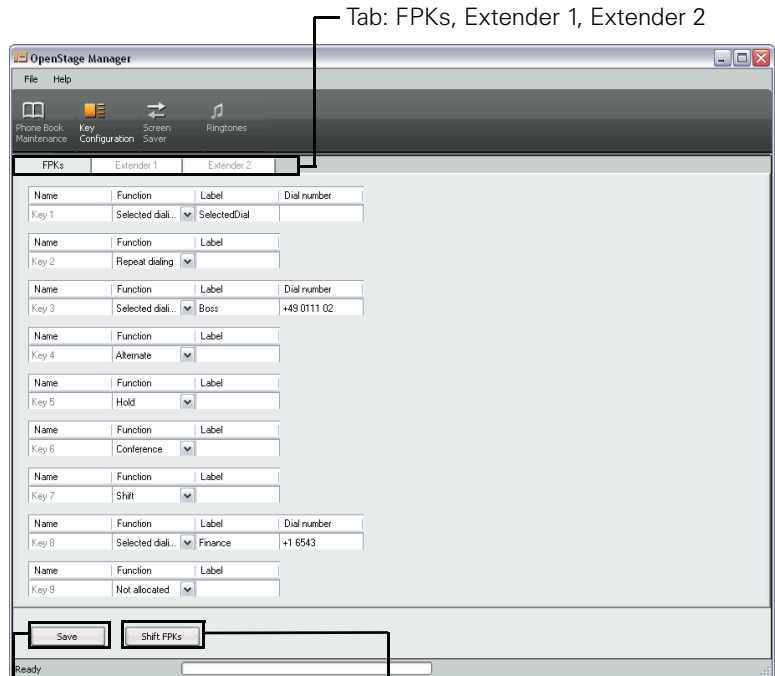


Key Configuration

It is easy to program OpenStage 60/80 SIP's programmable keys with the functions you want in the **Key Configuration** area.

➡ The settings on the Key Configuration page do not apply to OpenStage 60/80 HFA.

To open the Key Configuration page, click the **Key Configuration** icon on the menu bar on top (). The following overview opens:



Tab: FPKs, Extender 1, Extender 2

The **Save** send function transfers changes to the phone

Shift function for:
Level 1
Level 2

This overview lists all programmable keys in consecutive order. The phone's keys are programmed in the **FPKs** tab while the keys for the key modules are programmed in the **Extender 1** and **Extender 2** tabs.

The functions available for selection are the same as those on the phone.



OpenStage 60 has eight programmable keys. The integrated Shift function lets you program up to 14 keys.

OpenStage 80 has nine programmable keys. The integrated Shift function lets you program up to 16 keys.

The Shift function lets you switch levels for every programmed key. You can program a party's fixed-network number on the first level of a key, for example, and the same party's mobile phone number on the second level.

You must program a Shift key on your OpenStage phone to use the Shift function.

The OpenStage key module with its additional 12 programmable keys makes telephony easier and more convenient. You can connect up to two key modules, see „List of references“ → page 51

Programming FPKs (programmable function keys)

1. Click the **FPKs** tab under Key Configuration.
An overview of keys programmed on **level 1** appears.
2. You can open a drop-down menu for every key in the **Function** column to select the key function you want.
3. Once you have selected a key function, a preset function-specific name may appear in the **Label** column. You can overwrite it if you want (for example, change the preset function name from "Redial" to "Call again").
4. If you also want to program the keys on **level 2**, click the **Shift FPKs** button to display this overview and change the programmed key functions as described for level 1, see points 2 and 3.

Programming key module keys

If there is only one key module connected, use the **Extender 1** tab. Use the **Extender 2** tab to program a second key module.

1. Click the tab **Extender 1** or **Extender 2** under Key Configuration.
2. You can open a drop-down menu for every key in the **Function** column to select the key function you want.
3. Once you have selected a key function, a preset function name appears in the **Label** column. You can overwrite it if you want.
4. If you also want to program the keys on **level 2**, click the **Shift FPKs** button to display this overview and change the programmed key functions as described for level 1, see points 2 and 3.

Transferring key programming changes to the phone

Click **Save** to start the transfer operation.



Note that the "send" function (**Save**) transfers all changes from the Key Configuration area (levels 1 and 2 in the tabs FPKs, Extender 1, and Extender 2) to the phone.




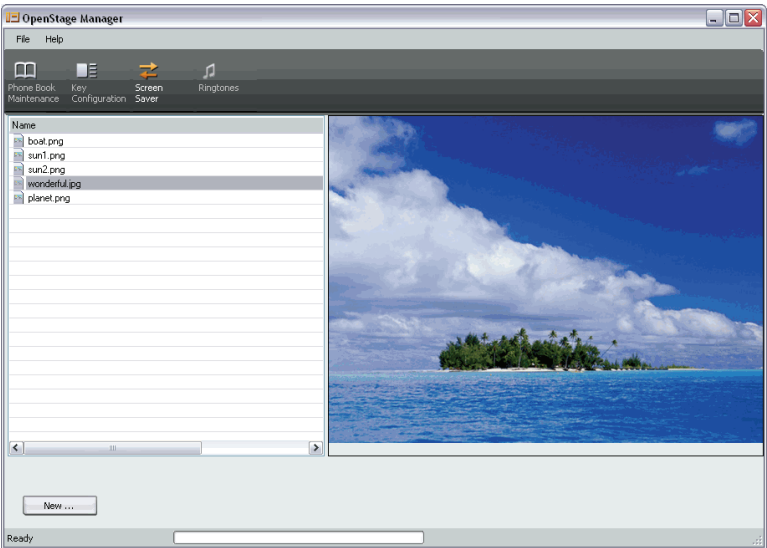
Screen saver

The **Screen Saver** area is a user-friendly tool for transferring images from your PC to the telephone for your OpenStage 60/80's screensaver and for deleting existing images.


If you have activated the screensaver in your OpenStage phone, the images are displayed in a slideshow.

Activate the screensaver directly on your OpenStage phone in the Service/ Applications menu under Settings/User/Phone/Screensaver. For a detailed description refer to the user manual shipped with your OpenStage phone, see → page 51.

To launch the page for editing the screensaver, click the Screen Saver icon in the menu bar on top . The following overview opens:



You can display the overview of available images as a list or as icons, see „Changing the screensaver overview“ → page 46.

 Images that are transferred to the phone in the **Screen Saver** area must be available in either **.png format** (portable network graphics), **.jpeg format** or **.jpg format** (JPEG). The image size is automatically adapted by OpenStage Manager.

Transferring images to the phone



Files with special characters ("&") in the name cannot be transferred to the phone.

Saving with the "New..." button

1. Click **New...**
Windows Explorer opens.
2. Select an image you want to transfer to the phone and confirm your selection with **Open**.

The image you selected is now transferred directly via OpenStage Manager to OpenStage 60/80 and is available the next time you start the screensaver.

Deleting a screensaver image



There is no confirmation request when deleting a contact. The selected image is permanently deleted from the phone.

1. Click the image you want to delete. The image is selected.
2. Press **Del** on your keyboard.
The image is immediately deleted.

or:

1. **Right-click** the image you want to delete.
A context menu appears.
2. Click **Delete**.
The image is immediately deleted.

Both variants allow you to delete multiple images in one go after you have marked them all.

Press the CTRL key on your keyboard and select the images you want to delete with a click. Then delete the marked images as described above.

Changing the screensaver name

1. **Right-click** the image.
A context menu appears.
2. Click **Rename**.
3. Enter the required name via the PC keyboard and confirm your entry with the Return key.

The name of the image is changed.

Saving a screensaver image on the PC

You can save OpenStage 60/80 screensaver images on the PC (for example, if you have a new PC where these images are not available).

1. **Right-click** the image.
A context menu appears.
2. Click **Save as...**
or
double-click the image.
Windows Explorer opens.
3. Select where you want to store the image and confirm with **Save**.

The name of the image is saved.

Changing the screensaver overview

You can display the overview of the uploaded images as icons or in a list.

1. **Right-click** the overview of images
A context menu appears.
2. Click **List View** or **Symbole View**.

The screensaver overview view type changes.




Ringtones

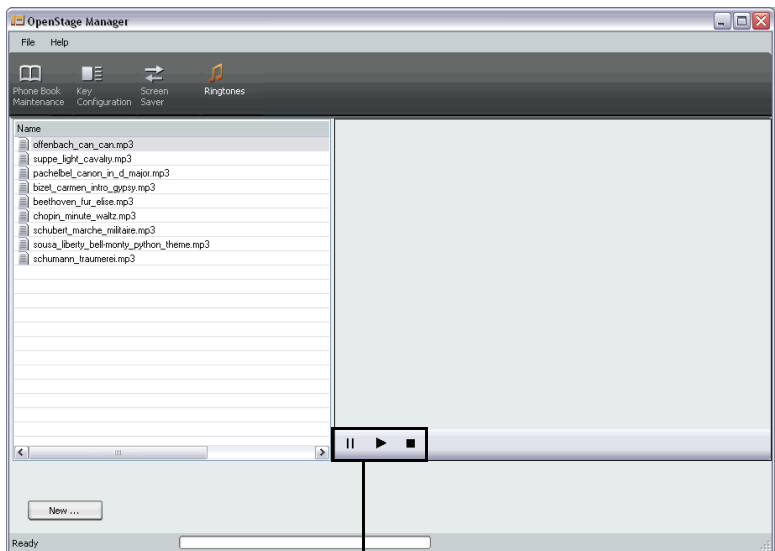
You can transfer audio files from the PC to the phone on the **Ringtones** page and delete existing audio files.

You can assign these audio files to different groups. Calls to the contacts assigned to a group are then signaled with the audio file melody set. For information on how to assign contacts to groups, see → page 40.

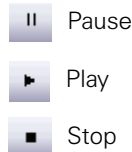
You can also select an audio file as a default ringtone. This ringtone is then output for all callers who do not belong to a group with a special ringtone.

Enter the default ringtone directly in OpenStage 60/80, i.e., in the Service/ Application menu under Settings/User/Audio/Settings. For a detailed description refer to the user manual shipped with your OpenStage phone, see → page 51.

To open the page for editing ringtones, click the Ringtones icon  on the menu bar on top. The following overview opens:



Controls for the audio test:





You can load audio files onto the phone in .wav format or .mp3 format (mono/stereo with 32 Kbps to 320 Kbps).

First ensure that using these files does not involve copyright infringement.

The memory capacity of OpenStage 60/80 is restricted to 8 MB. To save space, we recommend using MP3 files that were generated as follows:

- mono instead of stereo
- constant bit rate between 64 and 96 Kbps
- playback duration of up to 15 seconds per file

Use the table below for orientation.

Playback duration	64 Kbps (mono)	80 Kbps (mono)	96 Kbps (mono)
5 seconds	40 KB	50 KB	60 KB
10 seconds	80 KB	100 KB	120 KB
15 seconds	120 KB	150 KB	180 KB

Transferring audio files to the phone



Files with special characters ("&") in the name cannot be transferred to the phone.

Saving with the "New..." button



1. Click **New...**
Windows Explorer opens.
2. Select an audio file you want to transfer to the phone and confirm your selection with **Open**.

The audio file you selected is now transferred directly via OpenStage Manager to OpenStage 60/80 and is immediately available.

Performing an audio test for available audio files



Prerequisite:
At least one functional loudspeaker must be connected to your PC to be able to hear the audio files.

1. Mark an audio file with a click.
2. Click the play icon  .
The audio file is played back.
3. Click the stop icon  to stop the audio test.

Deleting audio files



There is no confirmation request when deleting a contact. The selected audio file is permanently deleted from the phone.

1. Click the audio file you want to delete. The audio file is selected.
2. Press **Del** on your keyboard.
The audio file is immediately deleted.

or:

1. **Right-click** the audio file you want to delete.
A context menu appears.
2. Click **Delete**.
The audio file is immediately deleted.

Both variants allow you to delete multiple audio files in one go after you have marked them all.

Press the CTRL key on your keyboard and select the audio files you want to delete with a click. Then delete the marked audio files as described above.

Changing audio file names

1. **Right-click** the audio file.
A context menu appears.
2. Click **Rename**.
3. Enter the required name via the PC keyboard and confirm your entry with the Return key.

The name of the audio file is changed.

Saving an audio file in the PC

You can save OpenStage 60/80 audio files on the PC (for example, if you have new PC where these audio files are not available).

1. **Right-click** the audio file.
A context menu appears.
2. Click **Save as...**
or
double-click the audio file.
Windows Explorer opens.
3. Select where you want to store the audio file and confirm with **Save**.

The name of the image is saved.

Changing the audio file overview

You can display the overview of the uploaded audio files as icons or in a list.

1. **Right-click** the overview of audio files. A context menu appears.
2. Click **List View** or **Symbol View**.

The audio file overview view type changes.

List of references

The following is a list of documents that provide further information on how to operate, administer, and install telephones and their components. This list is not exhaustive.

SIP variants

- OpenStage 60/80 User Manual - HiPath 8000
Part number: A31003-01010-U102-*-7619
- OpenStage SIP Administration Manual
Part number: A31003-O1010-M100-*-76A9

HFA variants

- OpenStage 60/80 User Manual
Part number: A31003-S2000-U109-*-7619
- OpenStage HFA Administration Manual
Part number: A31003-S2010-M100-*-7619

Accessories

- OpenStage Accessories
Part number: A31003-S2000-J103-*-6Z31

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